



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

MEMORANDUM

May 6, 2004
CN # 20-04

To: Administrators of the School Nutrition Programs (NSLP, SBP, SMP)

From: Mary Szafranski
Interim Director, Health & Nutrition

Holly Mohr, MPH, RD, SFNS
Education Program Director, School Health & Nutrition Programs

Subject: School Nutrition Programs – Preparing for School Year 2004-2005

Applying to ADE for the 2004-2005 School Year

All current Food Service Agreements with the Department of Education will expire on June 30, 2004. Prior to program approval, all sponsors will be required to submit a new agreement, which will be effective for school years 2005-2009. Renewal packets were sent certified mail to all program sponsors on March 22, 2004. For more guidance on renewing your Food Service Agreement, please refer to memo CN# 17-04. Memos are available on the ADE website:
<http://www.ade.az.gov/health-safety/cnp/nslp/>.

After June 1, 2004, you will be able to submit your online sponsor and site applications for the 2005 school year. The School Nutrition Programs Application Rollover Process on the CNP Web system is identical to last year. When you select 2005 from the dropdown box on the CNP Web Applications page, your previous site and sponsor application information will rollover and appear, allowing you to make any necessary changes and submit your new applications for 2004-2005.

Due to continued growth in Arizona, a number of new schools have been built. If you need to add a **new public school** as a site in the CNP Web System, your school administration will need to contact ADE School Finance at (602) 542-5695 to be added to the state accounting system. If you need to add a **new private school** to the system, please contact Teresa McCormack within the School Nutrition Programs at (602) 542-8725 for assistance.

Claiming reimbursement for 2004-2005

In addition to your 2005-2009 Food Service Agreement, both your sponsor and site applications must be approved prior to serving or claiming meals for the 2004-2005 school year. Please allow up to five business days to receive approval on your submitted CNP Web online applications. The date of approval on your sponsor application is your official approval date for the program and ADE does not have the authority to backdate any approval dates. **You must file your last 2003-2004 claims by July 10, 2004.** You cannot combine June and July claims because the current federal fiscal year ends June 30, 2004. Reimbursement Rates for the 2004-2005 school year will be posted on our website after July 1, 2004.

Food Distribution

If you are planning to participate in the Food Distribution Commodities Program, you must select yes from the dropdown box in section #5 General Information in the Sponsor Application. You must also complete and fax the attached FD Site Information Sheet, to Joe Steech at (602) 542-1531. Once these two requirements have been completed, commodities can be allotted to your program.

Contracts and Agreements to Provide Food Service

If you are contracting with a Food Service Management Company, or are a district that provides meals to schools outside of your district, an addendum or renewal to your contract will be required prior to approval to the School Nutrition Programs. After submitting your online applications, please review your Application Checklist, to ensure that you have submitted all of the required documents.

Security and the CNP Web System

Sponsors are responsible for keeping their CNP Web accounts confidential, accurate and up-to-date. Please contact the ADE Network Services at (602) 542-7378 to implement Common Logon additions or deletions of school personnel. ADE is concerned about sharing and misuse of Common Logon accounts. Consulting firms contracting with your school, including Food Service Management Company employees, are not authorized users of the CNP Web System and should not be provided with user accounts or passwords. Please be prudent with your security and the use of passwords. Review the ADE Acceptable Use Policy for CNP Web, on the ADE Common Logon page.

Direct Certification of Eligible Children

Last year, ADE launched a Direct Certification State Matching System online in conjunction with the CNP Web System. A task force was convened to assist ADE in improving both the system and user guidance. Starting this July, we will be offering computer based training to assist sponsors in navigating through the system. **All NSLP Program sponsors are required to conduct an automated match to directly certify eligible children within the first 30 operating days of the current school year**

Certifying Eligible Children Based On Household Income

Distribution of income applications to the households must not occur more than 30 days prior to the beginning of the school year. Eligibility determinations must be based on current household income for the new school year; therefore applications should not be distributed at the end of the school year for parents to complete for the next year. Year-round schools should distribute applications on or after July 1, so that eligibility determinations are based on the current income. Applications from the previous school year are only valid for the first thirty days of operation. All required program forms for the 2004-2005 school year are available on our website at: <http://www.ade.az.gov/health-safety/cnp/nslp/parentforms/2004-2005/>

If you revise any of ADE's template program forms, you must receive approval of the revisions from ADE prior to using the form.

Verification of Income Applications

School year 2004-2005 will be the first year that all SFAs must submit their verification report to ADE by March 1st. This report will be submitted electronically through ADE's common logon system. Failure to submit this report by March 1st may result in claims and commodities being placed on hold. For further guidance on the verification process, refer to the Free and Reduced Price Policy Handbook revised April 2004. You will soon receive a copy of this manual and be able to download additional copies on the ADE website.

Training & Communication to the field

Training is always critical to success and growth in the School Nutrition Programs. We have enclosed our new 2004-2005 Training Brochure for your review. You may register for any of our trainings online through our website at <http://www.ade.az.gov/health-safety/cnp/nslp/NSLPseminars.asp>.

We hope you will take the opportunity to enhance your careers by attending both program and professional development workshops throughout the year.

We have also enclosed our final edition of SCOOPS for the 2003-2004 school year. Please take a moment to read about exciting updates in school nutrition taking place all around Arizona.

The School Nutrition Program staff looks forward to working closely with you in the upcoming school year.

School Health & Nutrition Specialists:

Tristine Bogle	(602) 542-8703	Katrina Klatt	(602) 542-8711
Kacey Frey	(602) 542-8705	Lynn Ladd	(602) 542-8708
Nicholas Dunford	(602) 542-8740	Stacey Patterson	(602) 542-4815
Pat Johnson	(602) 542 8782	Traci Grgich	(602) 364-1625